

TGMI Steering Committee  
Meeting Minutes  
November 8, 2011

Committee Members:

Present:

E. Ross White – Chairman  
Marilou Cook – Vice Chair  
Jon Zirkle – Past Chair  
Phyllis Hodges – 2010 Member at Large  
Georganne Martin – 2009 Member at Large  
Vicky Goodin - 2009 Steering Committee Member  
Chris Harris – 2009 Member at Large  
Dr. Tom Kohntopp – UT  
Debbie Knox – 2010 Steering Committee Member  
Mehran Mostajir – 2009 Class President

Excused Absent:

Trish Pulley – Ex Officio  
Victor Barnes – 2010 Class President  
April Wright – 2010 Member at Large

Called To Order:

Meeting was called to order by Chairman E. Ross White at 2:13 pm. The meeting was held in the Crockett Tower 12<sup>th</sup> floor conference room.

Treasurer Report:

Debbie Knox stated the balance is unchanged. The balance is \$1,063.93.  
Wells Fargo has notified Debbie Knox that there will be a service charge. The service charge will be \$10.00, which can be reduced to \$8 if owner of account signs up for on-line statement. Debbie Knox has signed up for on-line statements.

Debbie Knox contacted other financial institutions to get their small business account rates.

South Eastern Credit Union is \$10 a month and \$0.25 per transaction.

US Community Bank does not set up small business accounts.

Reliant Bank offers free checking but the cost for checks is \$14.00. The only locations are in Brentwood, Franklin and Nolensville.

First TN – monthly service charge is \$17.00 for small business accounts.

Marilou Cook has agreed to contact Wells Fargo and set up a meeting for next week to discuss the fees. Ross White, Debbie Knox and Marilou Cook will go and meet with them.

Debbie Knox will review what needs to be done to file as a non-profit organization. The alumni association would have to vote on this issue.

#### Old Business:

##### A. Adopt A Highway

There were 7 alumni, three family members, and Dr. Tom Kohntopp from UT, for a total of 11 who attended the dedication and first clean up for Adopt-A-Highway. All those who attended were awarded a free t-shirt. It was a lot of fun and only took about 1 ½ hours. There were approximately ten bags of litter collected. There will be a clean up each quarter. If you think you would be interested in future clean-ups, contact Chris Harris at

Chris.Harris@TN.GOV.

Send your forms to:

Chris Harris

505 Deaderick Street, Suite 400

Nashville, TN 37243

Forms may be scanned and emailed.

##### B. Fall Conference

Fall Conference was a great success. Commissioner Hunter took notes from the Star Administrators and will share those with the Governor. A gift card will be given to Susan Burdette for overseeing all the events and planning of the fall conference.

#### Committee Reports:

##### A. Charter Committee – Chair Mike Travis

See New Business item B.

##### B. Communications Committee – Chair Marilou Cook

###### **Linked - In**

The new LinkedIn set up by Marilou Cook and is currently monitored by Marilou Cook. If you are not a member of LinkedIn, it is very simple. Pull up LinkIn (<http://www.linkedin.com>) and create an account by providing your email address and a password. That's it. This communication method will be used to notify the TGMI alumni about upcoming events, such as the Adopt A Highway Clean Up, Fall Conference, Luncheon Seminars, Speakers Bureau and many other exciting events. If you have trouble, you may contact Marilou Cook at [Marilou.Cook@TN.GOV](mailto:Marilou.Cook@TN.GOV).

Marilou Cook stated she would start posting many of the TGMI events on this media.

### **Speakers Bureau**

1. Williamson County career day is on November 17. Need several folks to work career day.
2. Two opportunities are available in Clarksville. One is with the Family and Consumer Science and the second is a Health Science class. The teachers are very open to dates. Please contact Marilou Cook if you can do either of these.

### **Class Reports - Newsletter**

Class reporters have been contacted by April Wright to get information for the newsletter. This is due to April by November 30<sup>th</sup>.

C. Community Service Committee – Chair Jon Zirkle

**Adopt A Highway** – See Old Business Item A.

D. Events Committee

### **December 2, 2011**

Holiday breakfast has been set for December 2, 2011. Montgomery Bell will be serving the breakfast. The charge is \$11.75, plus 18% gratuity, plus 9.75% tax.

The Steering Committee guaranteed 100 alumni and guests.

The deadline to register is November 18, 2011.

Make checks payable to TGMI Alumni Association.

An invitation will be extended to Governor Haslam, Dr. Tom Kohntopp, Dr. Mary Jenks, Commissioner Hunter and Deputy Commissioner Mercedes Lytle.

Alumni who register, but do not attend will be sent an invoice for payment.

E. Education and Leadership Development Committee

### **October 19, 2011 – TN Center for Performance Excellence –Baldridge Forum**

This event was a great success and will be held in East and West Tennessee. Dates will be announced in the near future. Some of the speakers were from Germantown in Memphis, Tricor, and Adult Education.

### **Mentor Training**

The mentor training was also a great success. There are two phases to the mentor concept. One is the most recent class mentoring to the new class. If there are not enough volunteers in the most recent class to mentor to the next class, then alumni will be asked to help with the current class. In the past, Cindy Saladin (TGMI) and Lynn Goodman (TGEI) coordinated assigning alumni from the previous class to the current class based on location within the state, departments and interest.

The second phase is a Mentor's Bureau, where alumni may contact the Bureau with scenarios and the alumni serving on the Mentor Bureau would help guide and direct the decision. DoHR staff Ernie Ricketts and Trish Pulley will help the Bureau develop the guidelines for the Bureau. This will serve all state agencies, state wide.

Dr. Tom Kohntopp will be implementing the Mentor concept to all future classes.

Ross White will write a letter for the newsletter to encourage alumni to get involved in the exciting event.

### **Fall Conference – Nov 2**

Noted previously

### **Graduation of 2011 class – November 9, 2011**

Graduation is set for November 9, 2011, at the War Memorial auditorium. Dr. Kohntopp will need volunteers to help that day. E. Ross White, Marilou Cook, Jon Zirkle, Phyllis Hodges, Mehran Mostajir and Georganne Martin volunteered. The TGMI class will have their picture taken at the Capital at 9:00 and the TGEI will have their picture taken at immediately following. The ceremony will begin at 9:30. Refreshments will follow the ceremony.

### **November 15, 2011 – Lean Government**

This seminar will answer questions such as, "How do we improve Tennessee at the city, county and state government levels?" Keith will talk about how to reduce the mega amount of information down to what is really needed and what will help get the job done. Do not get weighted down in reading data. He will also discuss how to go paperless. How to reduce to the clutter

#### **New Business:**

- A. Ross White gave out Tennessee Division of Consumer Affairs booklet and Calendar that talk about Commerce and Insurance. Both hand outs had the new smart phone scan links to file a consumer complaint.
- B. There will be two by-law changes presented at the Holiday Breakfast.
  - 1. A change to Article III, Section 1:

Currently reads, "The membership of the TGMI Alumni Network shall be open to all former TGMI participants, i.e., those who have completed the TGMI course sponsored by the Tennessee Department of Human Resources."

Proposed to read, “The membership of the TGMI Alumni Network shall be open to all former participants who have completed and graduated from the Tennessee Government Management Institute program.”

Reason for Amendment: The Department of Human Resources no longer sponsors TGMI. Therefore, the statement is invalid as written.

- C. Certificates will be issued at the Holiday Breakfast to all Steering Committee Members who are rolling off this year.
- D. Steering Committee is currently working on a mission statement for TGMI. Debbie Knox had the Steering Committee members write down key words or phrases that would represent TGMI. The key words were:
  - Why – Face challenges / prepared for the future
  - Leaders / Leadership
  - Educate / Train / Prepare / Develop
  - Networking / Connect / Mentoring / Supporting / Team Bldg / Communication
  - Transforming / Transformation
  - Service – Citizens/ community / State
  - Resource
  - Improve Government

Ross White will schedule a date for the Steering Committee to get together again to finish this exercise, so that it can be voted on at the Holiday Breakfast.

- E. April Wright has the Predators game set for Saturday night, November 19, 2011.
- F. Mike Travis has sent out a notice for nominees for new officers for the 2012 year. Please vote and support those who are willing to serve for Vice-President, and member at large.
- G. The 2012 classes of TGMI and TGEI will be held on:
  - TGMI – May 6-11 and June 11-15
  - TGEI – August 19-24 and October 1-5

MARK YOUR CALENDARS – Dates to remember:

November 15

Lean Government Conference

November 19

Predators Game night

December 2

TGMI Holiday Breakfast –Ellington Agricultural Center

## Reading Recommendations:

Current month's recommended reading is:

Growing Your Company's Leaders by Robert M. Fulmer and Jay A. Conger

Previous recommended readings are:

Breakthrough Business Results with MVI by Charles Holland

Heath, R. (2009). Celebrating failure: The power of taking risks, making mistakes, and thinking big. Franklin Lakes, NJ: Career Press. ISBN 978-1-60163-064-3.

Eat That Frog! by Brian Tracy

Extreme Government Makeover by Ben Miller (ISBN: 978-P9833733-0-8)

The Five Temptations of a CEO by Patrick Lencioni.

Hesselbein, F., Goldsmith, M., & Sommerville, I. (Eds.). (1999). Leading beyond the walls. San Francisco: Jossey-Bass. ISBN: 0-7879-4593-5.

Gladwell, M. (2002). The tipping point: How little things can make a big difference. New York: Little, Brown, & Company. ISBN 0-316-34662-4.

Agenda and Discussion: How State Government Executive and middle Managers and Administrative Policy by OLSHFSKI

The Feiner Points of Leadership by Michael Feiner

The Oz Principle: Getting Results through Individual and Organizational Accountability  
Roger Connors, Tom Smith, and Craig Hickman

Relationships 101: What Every Leader Needs to Know  
John C. Maxwell

Strength Based Leadership by Rath and Conchie

This Ain't No Practice Life by Michael Burt

Good to Great by Jim Collins

Leadership Gold by John Maxwell

On Becoming a Great Leader (2003 Edition) by W. Bennis

Meeting adjourned at 4:15.

Regards,

Georganne Martin